ACADEMIC AFFAIRS COMMITTEE MINUTES

Date: November 7, 2018
Approved December 5, 2018

1. Roll Call: Ali Arshad, Peter Buchanan, Leslie Broughton, Blanca Cespedes, Gloria Gadsden, Gil Gallegos, Sandra Gardner, Edward Harrington, Bill Hayward, Lara Heflin, Miriam Langer, Sheree Jederberg, Doug Main, Maria Munguia-Wellman, Jesus Rivas, Elaine Rodriguez, Chris Stead, Edgar Vargas-Blanco, Ann Wolf
Also in Attendance: Roxanne Gonzales, Thomasinia Ortiz-Gallegos, Benito Pacheco
Absent: PJ Sedillo

2. Approval of the Agenda
   Motion to approve with addition of discussion of Straighterline - Peter Buchanan
   Second – Edgar Vargas-Blanco
   Motion passed – unanimously

3. Approval of Minutes – October 17, 2018
   Motion to approve agenda with the addition of April Kent to roll call – Edward Harrington
   Second – Edgar Vargas-Blanco
   Motion passed – unanimously

4. Subcommittee Report
   a. Undergraduate appeals – Lara Heflin reported that one appeal had been reviewed and denied
   b. Graduate appeals - no appeals
   c. Ballen – Lara Heflin reported that the recent Ballen Scholar visit was a success, and that the subcommittee has received Dr. Lee’s revised proposal and are starting to review it.
   d. Other subcommittees

5. Program Review Schedule and Procedures
   a. Update on Fall 2017, Spring 2018 and Fall 2018 program reviews
      ESS – Committee still waiting to hear from Dr. Lee. Bill Hayward reported that the department felt that they had completed their part of the review. Bill will review email with Dr. Lee to see what the committee had originally asked for.
      University studies – Expect to hear from Eric Romero soon
Women’s Studies – Review is near end, Erika has passed review on to new members. AAC feels that Erika should complete this review with Blanca Cespedes and Norma Valenzuela. Gloria and Ali will draft email to communicate this to Erika.

Computer Science - Lara reported that Gil Gallegos will have report to them by the end of this week. Program review is looking at 10 year trends compared to faculty numbers.

Spanish – Peter will contact Eric Romero again

Southwest Studies – Jesus reports that he has made contact but nothing else to report.

b. Business Administration Report – Miriam Langer reports review is positive, and thorough. Suggest that future reviews of accredited programs stress more on aligning their review with NMHU requirements and not relying so much on documents submitted for accreditation.

6. Communication from the Chair – Next AAC meeting will be Dec 5th

7. Communication from the Registrar – Early registration going very well, encourage students to use online registration and stress that faculty can approve overrides online as well. Calls for summer schedule will start in February. If offering inter-session courses please get paperwork to Registrar office ASAP.

Question regarding Graduate forms being returned for signatures of committee members when the form does not require these signatures. Lara Heflin

Response – Concerned about faculty being unaware they are on a Graduate committee. Graduate Affairs Coordinator should ensure that faculty are willing to serve.

Question – Progress on Music AA? Two students already believe they are enrolled in AA program.

Response – Still waiting on HLC approval.

8. Communication from the Faculty Senate (Elaine Rodriquez) – Emergency Operation Plan approved. SEM plan needs to be sent to FS and AAC. Planning to put out call for committee members to work on strategic plan 2020.
9. Communication from the Graduate Council (Jesus Rivas) – Working on handbook, and
catalogue alignment. Program completion time limit extended from 5 years to 7 years.

10. Communication from the Administration – Bookstore rental policy still being reviewed.
    Concerns about the 2 year commitment requirement. Currently faculty would be tied the
    same book for two years.

11. Common Course# & Core Subcommittee – Making progress, not working on numbering
    yet

12. Academic Policies Subcommittee
    a. Transfer Credits – no update
    b. Active Duty Military Policy – no update
    c. Credit for Military Service – no update

13. Senate Charges
    a. Remember that all new policies and new programs must first be forwarded to the
       Senate for approval. Discussion item for end of meeting
    b. Implement State Mandated Changes to Core and common course numbering.
       Completed
    c. Review retro-add/drop process and propose possible improvements to process.
       Motion to charge AAC Policy subcommittee with the help of Miriam Langer and
       Lara Heflin with this – Peter Buchanan
       Second – Blanca Cespedes
       Motion passed
    d. Review agreement with Northern New Mexico College for low-enrollment course
       collaboration.
       Motion to wait until pilot semesters are completed - Jesus Rivas
       Second – Edward Harrington
       Motion Passed
    e. Prepare a study that explores the possibility of offering course work masters from a
       university-wide perspective, i.e., Should NMHU offer one? MS vs. MA? Pros and
       Cons? Resource requirements? The goal is to have university parameters in place
       for all such degrees before considering any individual proposal for such a degree.
       Request clarification from Faculty Senate on this charge

    Motion to move to Executive Session – Lara Heflin
    Second – Edward Harrington
    Yes – 16
Abstain – Peter Buchanan, Jesus Rivas
Motion Passed

15. Late Additions to the Agenda (minor items only)
   Discussion - Straighterline

16. Adjournment